



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, U.S. ARMY GARRISON  
U.S. ARMY SIGNAL CENTER AND FORT GORDON  
FORT GORDON, GEORGIA 30905-5000

REPLY TO  
ATTENTION OF:

IMGO-HRM

11 June 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Electronic Military Personnel Office (EMILPO) MEMORANDUM  
Number 6 – Personnel Asset Inventory

1. This memorandum supersedes EMILPO Memorandum Number 6, subject as above, dated 13 October 2010.
2. Reference: AR 600-8-6, Personnel Accounting and Strength Reporting, 24 Sept 98.
3. All Soldiers serving on active duty will be accounted for in EMILPO in accordance with AR 600-8-6, paragraph 1-17.
4. Clear guidelines and procedures for conducting a Personnel Asset Inventory (PAI) are shown in AR 600-8-6, Chapter 5. Further, it lists the events that require a PAI, the steps for conducting a PAI, and instructions for completing DA Form 3986-R, Personnel Asset Inventory.
5. According to AR 600-8-6, Para 5-7 (f), the actual PAI should be conducted at the lowest and most practical administrative level, consistent with the overall organization structure. Normally, the PAI will be conducted at the UPC (UIC) or company commander level.
6. The EMILPO assigns the responsibility of strength accounting to the units. The PAI is a tool used to ensure a zero percent variance between physical bodies and reported strength. The importance of properly conducting a PAI cannot be over emphasized. The PAI is a critical step in effective mission accomplishment.
7. The Unit Personnel Accountability Report (AAA-162) should be executed and printed the day prior to the PAI.
8. In an effort to add a measure of conformity to reports being forwarded, the PAB has established the following guidelines for documentation:
  - a. The DA Form 3986-R, Personnel Asset Inventory, will be completed as shown in enclosure 1.

(1) For all items listed in block 13 (gains, losses, and service members not physically at muster formation), supporting documentation is required and should be arranged in the order listed (PCS order, TDY order, DA Form 31, DA Form 4187).

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(2) If a continuation sheet is used for block 13, it will contain the heading "Continuation Sheet" and follow the same format as indicated in block 13 of the sample.

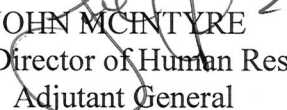
(3) Ensure signature and dates appear on all copies of DA Form 3986-R. All signatures should match the typed names. If an Acting Commander signs the DA Form 3986-R, his/her name, grade, branch, and title should be typed in the corresponding block next to their signature.

b. The AAA-162 will be properly annotated to reflect all arrivals, departures, and duty status changes prior to the effective date of the report and attached to DA Form 3986-R. Pertinent documents supporting all annotations on the AAA-162 will accompany the packet to the PAB (orders, DA Form 4187, etc.).

9. The completed DA Form 3986-R packet will be forwarded to the PAB within five workdays of the PAI.

10. This memorandum will be maintained on file by each Fort Gordon unit/activity.

Encl

  
JOHN MCINTYRE  
Director of Human Resources/  
Adjutant General

DISTRIBUTION:

Project Director, AKIMA

POB

PSB

Str Mgt Br

Transition Point

TSPB

Cdr, U.S. Army Garrison

Cdr, 706th MI Gp

Cdr, 442d Sig Bn

Cdr, 15th Sig Bde

Cdr, 73d Ord Bn

Cdr, 35th Sig Bde

Cdr, 67th Sig Bn

Cdr, 513th MI Bde

Cdr, 297th MI Bn

(CONT)

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SUBJECT: Electronic Military Personnel Office (EMILPO) MEMORANDUM  
Number 6 – Personnel Asset Inventory

DISTRIBUTION: (CONT)

Cdr, 35th MP Det

Cdr, EAMC

ADL

DENTAC

Cmdt, NCO Academy

Cdr, 3d Region

Cdr, 249th Med Hosp

Cdr, 206th MI Bn

Cdr, 369th Sig Bn

Cdr, 447th Sig Bn

Cdr, 551st Sig Bn

Cdr, 63d Sig Bn

Cdr, 56th Signal

Cdr, 202nd MI Bn

Cdr, 138th MI Bn

Cdr, 56th SC HQs

PERSONNEL ASSET INVENTORY <small>For use of this form, see AR 600-8-6; the proponent agency is ODCSPER</small>		1. DATE  1 Aug 2003	REQUIREMENT CONTROL SYMBOL  MILPC-26																				
<b>SECTION I - COMMANDER'S EVALUATION</b>																							
2. REPORTING UNIT B Company 835th Signal Battalion		3. PARENT UNIT 15th Signal Brigade		4. COMMAND TRADOC																			
5. PERMANENT STATION LOCATION (City, state, APO)  Fort Gordon, GA 30905				6. UNIT PROCESSING CODE (UPC)  W0QC54																			
ITEM <i>a</i>	PERSONNEL <i>b</i>	OFFICERS <i>c</i>	WARRANT OFFICERS <i>d</i>	ENLISTED <i>e</i>	TOTAL <i>f</i>																		
7. PERSONNEL STRENGTH ZERO BALANCE REPORT (PZB) AS OF (Cycle/date)  31 July 2003	ASSIGNED	1	1	13	15																		
	ATTACHED	0	0	0	0																		
8. + GAINS	ASSIGNED	2	0	3	5																		
	ATTACHED	0	0	0	0																		
9. - LOSSES	ASSIGNED	1	0	2	3																		
	ATTACHED	0	0	0	0																		
10. ADJUSTED STRENGTH AS OF (Date)  1 Aug 2003	ASSIGNED	2	1	14	17																		
	ATTACHED	0	0	0	0																		
11. PERSONNEL ASSET INVENTORY (Muster Formation)  1 Aug 2003	ASSIGNED	2	1	12	15																		
	ATTACHED	0	0	0	0																		
12. TYPE PERSONNEL ASSET INVENTORY <input checked="" type="checkbox"/> CHANGE OF COMMANDER <input type="checkbox"/> UNIT INACTIVATION <input type="checkbox"/> UNIT MOVE <input type="checkbox"/> CHANGE IN PPA <input type="checkbox"/> OTHER (Specify)																							
13. REMARKS <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">GAINS</td> <td style="width: 33%;">LOSSES</td> <td style="width: 33%;">LEAVES</td> </tr> <tr> <td>LONG, JIM CPT 979429999</td> <td>MILLS, RAY CPT 444558888</td> <td>LIN, JERRY SSG 887986767</td> </tr> <tr> <td>SHORT, JO 1LT 945807937</td> <td>RAY, BILL MSG 334887676</td> <td></td> </tr> <tr> <td>LEE, SUE SFC 634215879</td> <td>MAY, JOHN PV1 223987878</td> <td>HOSPITAL</td> </tr> <tr> <td>BASS, ROY PV2 912753457</td> <td></td> <td>CARR, ED PV2 445716567</td> </tr> <tr> <td>POOL, MAY SGT 238598458</td> <td></td> <td></td> </tr> </table>						GAINS	LOSSES	LEAVES	LONG, JIM CPT 979429999	MILLS, RAY CPT 444558888	LIN, JERRY SSG 887986767	SHORT, JO 1LT 945807937	RAY, BILL MSG 334887676		LEE, SUE SFC 634215879	MAY, JOHN PV1 223987878	HOSPITAL	BASS, ROY PV2 912753457		CARR, ED PV2 445716567	POOL, MAY SGT 238598458		
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14. A physical personnel asset inventory was conducted as prescribed by AR 600-8-6 on the above date and the personnel strengths existed as entered above with exceptions or corrections shown under comments or on the attached sheet.																							
a. TYPED NAME, GRADE, BRANCH AND TITLE  ALLEN P. THOMPSON, CPT, SC, CDR		b. SIGNATURE		c. DATE																			
<b>SECTION II - AUTHENTICATION BY NEW COMMANDER</b> <i>(To be completed only upon conduct of PAI as a result of change of commanders)</i>																							
15. REMARKS <input checked="" type="checkbox"/> CONCUR <input type="checkbox"/> NONCONCUR (Reasons for nonconcurrency)																							
16.a. TYPED NAME, GRADE, BRANCH OF NEW COMMANDER  MARY A. JENKINS, CPT, SC, CDR		b. SIGNATURE		c. DATE																			

SECTION III - SIDPERS PERSONNEL AUTOMATION SECTION COORDINATION			
17. REMARKS	<input checked="" type="checkbox"/> CONCUR	<input type="checkbox"/> NONCONCUR	<input type="checkbox"/> PERSONNEL STRENGTH ZERO BALANCE REPORT RECONCILED

18.a. TYPED NAME, GRADE, BRANCH AND TITLE NORA L. BERNHARDT CHIEF, PAB	b. SIGNATURE	c. DATE
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SECTION IV - AUTHENTICATION BY COMMANDER (Chain of command)		
19. TO: COMMANDER 835TH SIGNAL BATTALION	20. FROM: COMMANDER B CO, 835TH SIGNAL BATTALION	21. DATE

22. REMARKS
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23.a. TYPED NAME, GRADE, BRANCH AND TITLE MARY A. JENKINS CPT, SC, CDR	b. SIGNATURE
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24. TO: COMMANDER 15TH SIGNAL BRIGADE	25. FROM: COMMANDER 835TH SIGNAL BATTALION	26. DATE
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27. REMARKS
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28.a. TYPED NAME, GRADE, BRANCH AND TITLE THOMAS J. ROCK, LTC, SC, CMDG	b. SIGNATURE
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29. TO: MILITARY PERSONNEL STRENGTH MONITOR	30. FROM: COMMANDER 15TH SIGNAL BRIGADE	31. DATE
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32. REMARKS
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33.a. TYPED NAME, GRADE, BRANCH AND TITLE JOHNNIE P. HARRAH, COL, SC, CMDG	b. SIGNATURE
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SECTION V - MILITARY PERSONNEL STRENGTH MONITOR CERTIFICATION		
34. TO: COMMANDER 835TH SIGNAL BATTALION	35. FROM: MILITARY PERSONNEL STRENGTH MONITOR	36. DATE

37.	<input checked="" type="checkbox"/> APPROVED FOR INSTALLATION CLEARANCE (Change of command)	<input type="checkbox"/> APPROVED	<input type="checkbox"/> DISAPPROVED
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38. REMARKS
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39.a. TYPED NAME, GRADE, BRANCH AND TITLE JOHN MCINTYRE, MPSM	b. SIGNATURE
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